

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO. 6-77

To: All Training Officers of the Agency

FREEDOM OF INFORMATION/PRIVACY ACT SEMINAR

DESCRIPTION

The Freedom of Information/Privacy Act Seminar is designed to familiarize Agency Information and Privacy Officers and Coordinators with the FOI/PA laws and exemptions and the procedures for processing requests. The participants will gain experience with the process of releasing, denying and/or sanitizing information, using requests received by the Agency.

The Seminar is open to FOI/PA Officers and Coordinators from all parts of the Agency, however, the initial running will be restricted to those individuals who spend at least 50 percent of their time in these capacities.

DATE OF INITIAL OFFERING: 16-17 May 1977

LENGTH: Two days, full-time

PLACE: Chamber of Commerce Building

CLASS SIZE: 25 students

SPECIAL REQUIREMENTS: Pre-course work, 3-6 hours

REGISTRATION DEADLINE: No later than 26 April 1977

For additional information concerning the new course, call OTR/MATB,

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